

OFF-SITE PERMANENT GROUND SIGN
Murfreesboro City Code 25 ¼ - 27
APPLICATION FOR PLAN REVIEW

City of Murfreesboro
Building & Codes Department
P.O. Box 1139, 111 W. Vine Street
Murfreesboro, TN 37133-1139
Web site: murfreesborotn.gov

Telephone: (615) 893-3750
Voice/TDD: (615) 849-2689
Email: akerr@murfreesborotn.gov
bhardison@murfreesborotn.gov
slilly@murfreesborotn.gov

Plan Review Application Will Not Be Accepted Without a Complete Application and Required Plans – See Page 3.

Applications may be transmitted electronically, by mail or personal delivery to:

Sheila Lilly– slilly@murfreesborotn.gov

DO NOT SUBMIT APPLICATIONS DIRECTLY TO THE SIGN INSPECTORS
DO NOT FAX APPLICATIONS

Project Address: _____ Project Name: _____

Applicant Name: _____ Phone #: _____ Fax #: _____ email: _____

Sign Contractor Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____ State Lic. #: _____

Property Owner's Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____

CLASS OF WORK: ☐ New ☐ Alteration ☐ Relocation ☐ Demolition ☐ Reconstruct

VALUATION: \$ _____ **TN ONE CALL CONFIRMATION #:** _____

(Valuation is defined as the total cost of all signage together with construction and installation, including all materials, labor, site preparation, design fees, overhead and profit)

In order to qualify for a new Off-Site Sign ALL of the following conditions must exist; check to show compliance.

- ☐ Sign shall not exceed 775 sq. ft. in area;
- ☐ Sign shall be setback a minimum of 5' from Rights-of-Way and 10' from power lines;
- ☐ Sign shall not exceed 50' in height;
- ☐ Sign shall be located within a CH, HI, or LI District;
- ☐ Sign shall be located within 200' of Interstate-24 right of way;
- ☐ Sign shall not be located within 1000' of any other off-site permanent sign in both directions on the same side of the interstate or street;
- ☐ Sign shall not be located within 1000' of an interchange or intersection at grade measured along the interstate from the nearest point of the beginning or ending of pavement widening at the exit or entrance to the main-traveled way.

Printed Applicant Name: _____

Signature: _____

Date: _____

Date:

Printed Applicant Name: _____

Signature: _____

Date: _____

OFF-SITE SIGN APPLICATION (continued):

Project Address: _____

PLAN REQUIREMENT CHECKLIST

**Plan Review Application Will Not be Processed without the Following Information;
Check to show compliance.**

_____ **Scaled and Dimensional sign plan prepared and sealed by a registered TN engineer, indicating**

- _____ Height
- _____ Shape
- _____ Display surface area of the sign
- _____ Foundation and structured framing members including structural specifications
- _____ Facing materials specifications
- _____ Wind load design
- _____ Lighting specifications

_____ **Scaled and Dimensional site plan prepared and sealed by a registered TN engineer, indicating:**

- _____ Location of proposed sign on the site
- _____ Setbacks from the rights-of-way
- _____ Easements
- _____ Spacing from all existing ground signs on lot of record
- _____ Property pin locations
- _____ Sign Survey showing the sign is located within 200' of Interstate-24 right of way;
- _____ Sign Survey showing the sign is not located within 1000' of any other off-site permanent sign in both directions on the same side of the interstate or street;
- _____ Sign Survey showing the sign is not located within 1000' of an interchange or intersection at grade measured along the interstate from the nearest point of the beginning or ending of pavement widening at the exit or entrance to the main-traveled way.

_____ **Field markings by applicant**

- _____ Leading edge of sign location marked by stake and white paint line
- _____ Utilities marked by Tennessee One-Call (811)
- _____ Property pin locations or Certification of Sign Placement by Registered TN Engineer or Surveyor

Plans required for sign alterations will be based on the type of alteration.

NOTE: Generic plans will not be accepted. Colored original illustrations of the actual signs (s) to be installed must be provided. Faxed submittals will not be accepted.

It is the responsibility of the applicant to request a location inspection prior to permit issuance, a footing inspection and a final inspection.

OFF-SITE SIGN APPLICATION (continued):

Project Address: _____

<p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local ordinance regulating construction or the performance of construction.</p>	
_____ SIGNATURE OF APPLICANT	_____ DATE SIGNED
_____ PRINTED NAME	_____ TITLE

FOR OFFICE USE ONLY

Staff Comments/Conditions: _____

Zone District: _____ Total Square Footage: _____ Overall Height: _____

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Incomplete/Not Accepted: _____ Date: _____